

EDITED KSA LISTING

CLASS: Personnel Selection Technician

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

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	Knowledge of:
K1.	General knowledge of Government Code provisions governing the State civil service merit system in order to effectively perform personnel program functions relating to exam processing and certification of list eligibles.
K2.	Basic knowledge of the selection process including rules, policies and procedures relating to exam processing and certification of list eligibles.
K3.	General knowledge of office practices and procedures including the use of personal computers, and other office equipment to effectively perform duties.
K4.	Basic knowledge of record keeping techniques (i.e., logs, flow chart, statistics, tracking system, etc.) to ensure current and accurate information to effectively perform personnel program functions relating to exam processing and certification of list eligibles.
K5.	Basic knowledge of grammar principles (i.e., proper sentence structure, spelling, punctuation, etc.) to provide written response to inquiries.
	Skill to:
S1.	Communicate effectively to establish and maintain good working relationships.
S2.	Provide technical support for the examination/certification process (i.e., interpret and apply laws, rules, policies and procedures, etc.) to effectively perform personnel program functions.
S3.	Analyze situations accurately in order to determine and implement an effective course of action.
S4.	Organize and prioritize workload and develop effective work methods to process work timely and accurately.
S5.	Operate various types of office equipment (i.e., personal computers, tape recorders, copiers, fax machines, etc.) used to perform exam/cert processing functions.
S6.	Perform basic arithmetic computations (i.e., addition, subtraction, multiplication or division) to verify exam results and compute/compile statistical data.

	Ability to:
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Bold text - Information from class spec from other states.

Regular text – State Personnel Board Classifications spec

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A1.	Exercise tact and good judgment to respond effectively to a variety of contacts from the public and departmental employees.
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